



PLAXTOL SCHOOL ASSOCIATION

Minutes of Meeting

Tuesday 26th April 2022

9.30-10.30

Present: Jenny Johnson (JJ) – Meeting Chair, Vic Palmer (VP), Vicky Cheesman (VC), Marian Hemsted (MH), Claire Rowley (CR) – Head Teacher, Helen Rust (HR), Caroline Ward (CW), Helen Chesterton (HC), Rebecca Rouse (RR) Louise Stiff (LS), Emma Curley (EC), Dawny, Vicky Hart (VH)

Apologies: Nayna Ahmed (NA), Merran Hilton (MJH), Laura Aiston (LA), Helen Orry (HO), Erica Vickermann (EV), Ayesha Green (AG)

1. Welcome and members present, apologies

Meeting started at 9.30. Apologies noted as above.

2. Approval of minutes of the last meeting

Minutes from the last meeting (23 February 2022) were approved. All actions completed. JJ signed a hard copy of the minutes.

3. Any matters arising (not covered elsewhere on the agenda)

None.

4. Financial report from Treasurer

VP gave an oral update of the Financial report dated 31 August 2021. There was a bank balance of £21,970.60. A significant loss to the 2020-2021 fundraising pot was not being able to hold the annual Fireworks event and the in-person Christmas and Summer fairs. Nonetheless we still raised £12,176 from the virtual events that included the online Christmas fair, auction and raffle, virtual summer fair, after school cake sales, Christmas card sales and wildflower seeds, to name a few. JJ thanked everyone who had helped to raise funds.

5. Spending approvals

- Approvals made by Trustees since last meeting (to be minuted at the meeting):
 - Contribution to 50% of training for Forest School Leader, Kate Hammerton. £500, approved in principal via email 08/03/22, with caveat that if leader were to leave and not do wildlife sessions then some money will be repaid to the PSA. Invoice raised via email to PSA Treasurer for £487.50 on 20/04/22.
 - Roots to Food (£60, approved via email 21/03/22).
 - KS2 and KS1 SAT books (£100, approved via email 21/03/22).
 - *Note actual sum for PSA contribution to Christmas 2021 Pantomime school trip was £1,313 (sum approved in principal November 2021).*
 - Jubilee Coins £344

- The following approvals were discussed and approved in principle:
 - Historical Plaques for Great Britain – for outdoors £700/800
 - Pathway around the school field – estimated cost £3,000 – it was pitched that the funds raised from the Summer Fair could cover this cost
 - Emergency Lighting – awaiting quotes but approved in principle

7. Swimming Pool Working Group - Helen and Caroline

CW and HR gave a detailed report on progress made to date. Two quotes/options for the fix of the pool have been revised - the first being a temporary fix; and second being a permanent fix. The following points were discussed:

- Ongoing cost of heating. It was agreed it would be helpful to look at electricity cost from previous years to make a comparison.
- What the running costs from the Summer Pool Club were in previous years. VP provided running costs from previous years: 2016-17 £1,500 / 2017-18 £1,300 / 2018-19 £1,200. ACTION - VH agreed to write up a report for a new H&S procedure.
- Who would run the Summer Pool Club (should pool be repaired in time), including heater, chemicals and insurance. CW and Shaun, HR, alongside one other parent, would take on this responsibility.
- Whether a lifeguard was required on site.
- Future fundraising would be easier with a working pool and funds raised from this year could cover the short term fix with the current contingency pot of £5k.
- The extent to which lessons could be incorporated in the next years curriculum, including national requirements for Class 4 and implications for staff time. It was agreed wto get in touch with East Peckham school, who are currently going through a pool renovation.

It was agreed in principal that the PSA could fund the temporary fix of £2,500.

ACTION – CW and HR to check full insurance policy.

8. Income and fundraising going forward

The following was discussed:

HC reported the Wildflower seed fundraiser was successful again this year and the total funds raised were to be counted up this week by HC alongside VP. Total to be reported back by VP (ACTION).

Platinum Jubilee. CR/HT agreed the school grounds were to be used for the picnic and games and it was questioned if a risk assessment was required but agreed the PSA and parents were not to be involved with hosting/running any onsite events during this period. It was agreed Marian would provide a cost for insurance the event being held on the school grounds. No dogs would be allowed. The use of school tables and benches was agreed. It was also mentioned there would be a new edition of the Plaxtol Parish Map Tea Towel of which Marian would fund the production cost for.

A parent (Gilly Madeley) is raising funds by making and selling Jubilee Bunting, with all proceeds going to the PSA.

Summer Fair

JJ confirmed a team of parents (Madeley's and Curley's) have agreed to run the annual Fireworks event this year (2022) and it was agreed the deposit could be paid for the fireworks. VP to make payment (ACTION)

Plaxtol maps – a new Platinum Jubilee edition of the Tea Towel was discussed and would sold at the Jubilee event.

VC reported the Party plates hire had got off to a good start with 3 hires to date, however further promotion is required (ACTION) – VC to promote further on Facebook sites locally.

The Bed Post partnership

School Disco – it was agreed this needs to be advertised fully by those organising.

JJ confirmed Class 2 cake sale would be held at the beginning of term 6.

A parents night was discussed and CR suggested a comedy night might be a good option over an adult disco at the school.

9. Risk Assessments and Health and Safety

JJ reported the current Risk Assessment procedures and reports were insufficient and not meeting current standards. Information had been found on Parent Kind with more specific details, reports for all events must be completed 1 week in advance. It was agreed CR/HT would circulate her current check list. ACTION

10. Correspondence

None.

11. Any other business

CR/HT agreed to make reference to ‘match funding’ asking parents/guardians if their employers offer this in future Newsletters. ACTION

It was questioned if steam cleaners were required for classrooms following reoccurring sickness bugs. Agreed it was not necessary.

It was noted that during the recent popcorn/film night, the hall speakers were of poor quality/temperamental. It was agreed an electrician would be required to come in to assess the system. VP agreed PSA would fund this appointment ACTION VP/CR to liaise to action.

ACTION POINTS FROM 26 APRIL MEETING	STATUS
<i>Action 1: ACTION – CW and HR to check full insurance policy for the Swimming Pool.</i>	
<i>Action 2: KB to purchase additional Plaxtol Maps mugs and postcards. OUTSTANDING FROM PREVIOUS MEETING</i>	
<i>Action 3: Wildflower seed fundraiser - total to be reported by HC / VP.</i>	
<i>Action 4: VC to promote further the PSA Party Pack hire on Facebook sites locally</i>	

Action 5: EV and JJ to look into risk assessment training opportunities, including through ParentKind. OUTSTANDING FROM PREVIOUS MEETING	
Action 6: CR/HT to circulate current risk assessment check list.	
Action 7: CR/HT agreed to make reference to 'match funding' asking parents/guardians if their employers offer this in future Newsletters.	
Action 8: An Electrician to be sourced to assess the current speaker system in the main hall. VP agreed PSA would fund this appointment ACTION VP/CR	